



RECRUITMENT ADVERTISEMENT

REGISTRAR Academic Administration

POST TITLE	Senior Administrative Assistant: Enrolment, RPL's and Appeals Bloemfontein Campus		
REFERENCE NUMBER	• 541	CLOSING DATE FOR APPLICATIONS	• 26 April 2019
POST LEVEL	• P11	NATURE OF APPOINTMENT	• Permanent support services
MINIMUM QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none"> • Grade 12 with 2 years relevant experience in enrolment/administration within a Higher Education environment • Intermediate Excel & MS Word 		
DESIRED QUALIFICATION AND/OR EXPERIENCE	<ul style="list-style-type: none"> • Relevant degree • 3 years related experience in enrolment/administration within a Higher Education environment • Comprehensive working knowledge of the ITS System • Knowledge of DHET National policies and admission policies 		
DIRECT ENQUIRIES TO	• Ms N Dlamini at 051 507 3711 or ndlamini@cut.ac.za		

MAIN TASKS

1. Conduct administration control checks on applying and enrolling students	2. Complete student application and enrolment administration
3. Communicate & liaise with students	4. Conduct faculty liaison
5. Supervise temporary data capturers	6. Preparation of Academic Exclusion documentation for the committee
7. Administer the RPL/CAT process- student's applications processing.	8. Assist with Student Enrolment Counter duties

IMPORTANT INFORMATION REGARDING YOUR APPLICATION

(Kindly ensure that you read and comply before submitting your application)

- Please complete a separate application form for each post.
- The University may decide to consider only completed applications consisting of ALL the documents listed below for selection.
 - A completed and signed CUT application form;
 - A comprehensive Curriculum Vitae;
 - A **certified** copy of a South African identity document or a passport;
 - A complete set of **certified** copies of qualifications (only certified copies of documents are required. Please do NOT submit any original documents); and
 - A **certified** copy of the SAQA accreditation of any qualifications obtained at education institutions outside South Africa.

GENERAL REMARKS

- Candidates will be recruited and appointed in accordance with the Employment Equity and Affirmative Action Programmes of the Central University of Technology, Free State.
- The Central University of Technology, Free State reserves the right to conduct/employ a third party to conduct a background investigation in respect of all short-listed candidates.
- Correspondence will be limited to short listed candidates only. If you haven't received feedback in four weeks, consider your application not shortlisted.
- The Central University of Technology, Free State reserves the right not to make an appointment in the advertised post and/or to appoint other suitable persons recruited by means other than this advertisement. Appointment, either on a permanent or contract basis, will be negotiated with the successful candidate.
- Application forms are available from the Human Resources section, ZR Mahabane Building, CUT Campus, Bloemfontein or on CUT's website.
- Complete applications, quoting the specific reference number, should reach CUT on or before the closing date via:

By hand:

The Resourcing office, Human Resources
Central University of Technology, Free State
ZR Mahabane building
20 Pres. Brand Street
Bloemfontein

By mail:

The Resourcing Office, Human Resources
Central University of Technology, Free State
ZR Mahabane building
Private Bag X20539
Bloemfontein, 9300

By e-mail:

jobs@cut.ac.za